

TEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. **✓ 367**  
PAGE NO. **1. ✓**

1. Requesting Agency

**DEPARTMENT OF MENTAL HYGIENE**

2. Division or Bureau of Requesting Agency

**CROWNSVILLE STATE HOSPITAL - PERSONNEL OFFICE**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b><u>GENERAL FILE</u></b></p> <p>Size: 8½" x 11"            Dates: 1948 - -            Quantity: Active: 3 drawers; Inactive: 4 cubic feet                      Total: 10 cubic feet            File Arrangement: Alphabetical by name, subject, or type of record            Annual Accumulation: 3 cubic feet            Disposable Amount: 4 cubic feet</p> <p>Operating records of the Personnel Office are maintained in the General File. A large part of the file, consisting of general correspondence, is governed by Schedule 196, item 5. All other records in the General File, particularly those relating to general personnel administration, are governed by the recommendation below: These records include:</p> <p>Change sheets            Certification of Eligible Sheets (SEC 108)            Certifications (SEC 130)            Recap of sickness and absence            Separation lists            Labor turnover reports            Cut-off notice lists</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</b></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>APPROVED HALL OF RECORDS COMMISSION</b></p>

7. Agency, Division or Bureau Representative

*Clyde R. Springer*  
Signature

*Personnel Manager*  
Title

*Mar. 11, 1960*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*6/1/1960*  
Date

*Morris S. Redoff*  
Archivist

*June 6, 1960*  
Date

*Andrew H. H. H.*  
Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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2. PERSONNEL FOLDERS

Size: 8½" x 11"  
 Dates: 1946 - -  
 Quantity: Active: 6 drawers (12 cubic feet); Inactive;  
 17 drawers (34 cubic feet)  
 Total: 46 cubic feet  
 File Arrangement: Separate files for active and former  
 employees, alphabetical within each file  
 Annual Accumulation: 1 ½ drawers  
 Disposable Amount: 30 cubic feet (est.)

The Personnel Office maintains a personnel folder for each employee of the Hospital. An individual folder may contain any of the following records:

SEC 102, Application for Employment  
 SEC 130, Request for Temporary Appointment  
 Notifications from Commissioner of Personnel -  
 extension or expiration of probationary  
 period, suspension, etc.  
 Report of Accident or Injury  
 Correspondence with or about employee  
 Memos - reprimands, promotions, recommendations,  
 etc.  
 Employee attendance forms  
 Hearing notices (Workmen's Compensation Com-  
 mission)  
 Physician's certification of treatment  
 Medical and physical examinations forms  
 X-ray results  
 Personal data sheets  
 Employee's Withholding Exemption Certificate

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER EMPLOYEE'S SEPARATION  
 AND THEN DESTROY.

3. EMPLOYEE HISTORY CARD (RECORD CARD)

Form No.: PI-P54 (Rev'd 5/58)  
 Size: 4" x 6"  
 Dates: 1930 - -  
 Quantity: 1 double-tray card drawer (1 cubic foot)  
 File Arrangement: Alphabetical by name of employee

A card is maintained for each active and former employee of the Hospital. The following information is given on each card:  
 employee's name, address, employment number, sex, race, telephone  
 number, name and address of nearest kin, marital status, department,  
 social security number, retirement number, educational code, whether  
 physician or veteran, employment status (listing of date, changes

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APPROVED BY  
BOARD OF PUBLIC WORKS

JUN 6 1960

*Ludlum Stead, Jr.*  
SECRETARY

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## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

in classification, and rates of pay), termination date, reason for leaving, remarks, and the dates and grades received in any training courses taken.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS

JUN 6 1960

*Andrew Steubek, Jr.*

SECRETARY